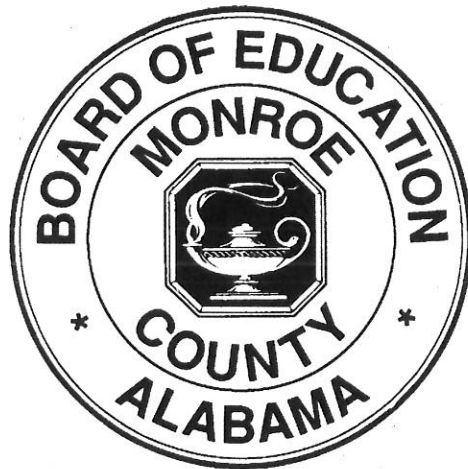




LEA  
PARENTS-RIGHT-TO-KNOW PLAN



Monroe County Schools  
2015/2016

No Child Left Behind Act of 2001

  
\_\_\_\_\_  
James Jeffers  
Superintendent  
Monroe County Schools

  
\_\_\_\_\_  
Gary Glass  
Director of Parental Involvement  
Monroe County Schools

Board Approved: August 13, 2015

## Monroe County Schools Personnel

### Superintendent

Dr. James Jeffers

### Board of Education

Patsy Black, Chair  
Barbara Dean, Vice Chair  
Richard Lett  
Roger Casey  
Tony Powell

### LEA Director of Parental Involvement

Mr. Gary Glass  
(251)743-6029

### Federal Programs-Parent Advisory Committee

Name	Title	School
Gary Glass	Director of Parental Involvement	Central Office
Amy McCrory	Principal	MES
Duran Odoms	Principal	JFS
Marty Hanks	Principal	Excel
Donald Baggett	Principal	JUB
Maurice Woody	Principal	MCHS
Valerie Stevens	Principal	MMS
Betty Madison	Principal	MIS
Shelise Flummer	Parent	MES
Billie Combs	Parent	MES/MMS
Dee Boothe	Parent	Excel
D. McKinley	Parent	Excel
Sabrina Kidd	Parent	MCHS
Catherine Walker	Parent	MCHS
Robin Rogers	Parent	MCHS
Lori Lett	Parent	MCHS
Terry Johnson	Parent	MMS
Selena Anderson	Parent	MMS
Beverly Cheeseboro	Parent	MIS
Shirley Murphy	Parent-HS	JFS
Na'Kayla Crenshaw	Parent-Elem.	JFS
Sarah Maddox	Parent-Elem.	JUB
Niki Conway	Parent	JUB
Harley Harvell	Student	Excel
Brianna Conway	Student	JUB
Alexus Crosby	Student	JFS
Jadiah Banks	Student	MCHS

## Parents'-Right-To-Know Plan

According to the "Parents' Right-to-Know," Title I, Part A, Section 1111 (h)(6) of the No Child Left Behind Act of 2001 (NCLB), parents may request and the school system must provide (in a timely manner) information about the professional qualifications of the student's classroom teacher(s) and/or paraprofessional(s).

The information regarding the professional qualifications of the student's classroom teacher(s) will include, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Beginning August 2002 and thereafter, the Monroe County Board of Education will provide each Title I school parent with information on how they request information regarding the professional qualifications of their child's teacher(s). These letters will be sent home by the student from each respective school within Monroe County Schools during the first week of school. Also, a letter will be mailed and delivered during the first two weeks of school to each parent in a Title I participating school. Title I funds will be used to mail the letters to parents. The parent may request the information regarding their child's teacher(s) by contacting the principal of the Title I school or Mr. William R. Combs III, Director of Federal Programs, at (251)743-6026. Once the request is made, the LEA will send a response to the request within (10) working days on a uniform format. The request from the LEA can be mailed or hand delivered in a face-to-face meeting as requested by the parent.

In addition to the information that parents may request under the Parents' Right-to-Know provision, it is the obligation of the school to send the following information to parents.

- (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under Title I; (this information will be provided to all parents at a fixed time during the year along with assessment data), and
- (ii) timely notice that the parent's child has been assigned, or has been instructed for four or more consecutive weeks by, a teacher or paraprofessional who is not highly qualified according to The Alabama Model of Identifying Highly Qualified Teachers (substitute teacher who does not hold degree)

This information will also be sent to parents in a uniform format on each school's letterhead and signed by each school principal. The letter will be mailed to the parents of children in the classroom where the substitute teacher will be assigned for four or more consecutive weeks. Title I funds will be used to fund the cost of mailing the letters to parents.

The Monroe County of Education will comply with the requirements related to Parent's Right-to-Know and Parental Notification. Examples of letters that will be sent for Parents'-Right-to-Know are included in this plan. Each Title I School will be provided a copy of this plan and the LEA will revise the plan each year as necessary.



109 Pickens Street  
Monroeville, AL 36460  
(251) 743-2150

Dear \_\_\_\_\_,

According to ESEA, 2001 Section 1111 (h)(6), parents may request and the school system must provide (in a timely manner) information about the professional qualifications of the student's classroom teacher(s) and/paraprofessional(s).

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents wishing to obtain this information may contact the principal of their respective school or Mr. William R. Combs III, at 251-743-6026, or by using the form below.

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I would like to exercise my rights under the Parents Right To Know provision of ESEA and obtain information about my child's teacher or paraprofessional as outlined below.

**SCHOOL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Parent's Name** \_\_\_\_\_

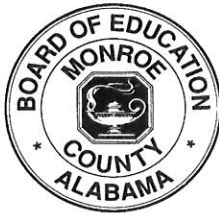
**Student(s)** \_\_\_\_\_

**Teacher(s)** \_\_\_\_\_

**Paraprofessional(s)** \_\_\_\_\_

Sincerely,

Parent



109 Pickens Street  
Monroeville, AL 36460  
(251) 743-2150

### Parents' Right-To-Know

[Title I, Part A, Section 1111(h)(6), *No Child Left Behind Act of 2001*, Public Law 107-110]

LEA Name: Monroe County Schools

School Name: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
(whose parent is requesting information)

Name of Parent(s): \_\_\_\_\_

Date Information Requested: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

Grade and Subject(s) Taught Related to this Request: \_\_\_\_\_  
\_\_\_\_\_

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teachers? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is the teacher teaching under emergency or other provisional status? \_\_\_\_\_ YES \_\_\_\_\_ NO

Undergraduate Degree \_\_\_\_\_  
Major/Discipline \_\_\_\_\_

Graduate Degree \_\_\_\_\_  
Major/Discipline \_\_\_\_\_

Does a paraprofessional provide instructional services to the student? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, what are the qualifications of the paraprofessional?  
High School Graduate \_\_\_\_\_ (year)

Undergraduate Degree \_\_\_\_\_  
Major Discipline \_\_\_\_\_

College/University Credit \_\_\_\_\_ (hours)  
Major/Discipline \_\_\_\_\_



109 Pickens Street  
Monroeville, AL 36460  
(251) 743-2150

Dear \_\_\_\_\_,

The Parents-Right-To-Know," Title I Part A, Section 1111(h)(6) Public Law 107-110, requires local education agencies to notify parents when a non-certified teacher is teaching their child for a period of four or more consecutive weeks.

This communication is to inform you that due to circumstances beyond our control, your child's teacher, \_\_\_\_\_, will be absent from school for an extended period of time. A substitute teacher will be your child's teacher for a period of four or more consecutive weeks. Even though the substitute teacher is not a certified teacher nor has a teaching degree in the field they will be teaching and not considered a "highly qualified" teacher according to the "No Child Left Behind Act of 2001," public Law 107-110, they have been selected with careful consideration and will do an excellent job while serving in your child's classroom. The substitute teacher has completed the necessary paper work required by the Alabama State Department of Education to be a substitute teacher in our school.

If you have any questions, please contact our school office or you may contact Mr. William R. Combs III, Director of Federal Programs, at (251)743-6026.

Sincerely,

Principal

## Parent Involvement Program Evaluation for 2015/2016

	Yes	No	Documentation
Is a written parent involvement policy available?	_____	_____	_____
Was the policy distributed to parents of participating children at the beginning of the school year?	_____	_____	_____
Was an annual meeting held to inform parents of the school's participation in Title I and their rights to be involved? Date _____	_____	_____	_____
Have meetings been offered at varied times? Number of meetings _____ Times offered _____	_____	_____	_____
Have parents been involved in an organized, ongoing and timely manner in the planning, review and improvement of programs?	_____	_____	_____
Are parents provided timely information about the Title I program?	_____	_____	_____
Have school performance profiles and individual student assessment results been made available to parents?	_____	_____	_____
Have parents been provided a description and explanation of the curriculum, the forms of assessment and expected proficiency levels?	_____	_____	_____
Have parents been provided opportunity for regular meetings to offer suggestions, to share experiences, and to share in decision making? Number of meetings _____	_____	_____	_____
Have parents been informed that they have the right to request, and the school will provide in a timely manner, information regarding the professional qualifications of their child's teachers?	_____	_____	_____



**PARENT INVOLVEMENT EVALUATION      YES    NO    DOCUMENTATION**

Was a school-parent compact developed, disseminated and signed? \_\_\_\_\_

Has the number of school-parent compacts signed increased?  
 Number last year \_\_\_\_\_ Number this year \_\_\_\_\_

Has the percentage of school staff and parents reporting that school-parent compacts are a useful tool for enhancing communication between parents and school to improve student learning increased? % last year \_\_\_\_\_ % this year \_\_\_\_\_

Has the percentage of parents reporting that the principal, assistant principal and teachers are accessible, communicate clearly, and involve the parents in their child's learning increased?  
 % last year \_\_\_\_\_ % this year \_\_\_\_\_

Are parent-teacher conferences scheduled and held on a regular basis? \_\_\_\_\_

Are parents provided training and materials to assist them in working with their children? \_\_\_\_\_

Have parents been provided help in understanding State content standards, performance standards and in monitoring student progress? \_\_\_\_\_

Has the number of parents participating in the parent involvement program increased?  
 Number last year \_\_\_\_\_ Number this year \_\_\_\_\_

Is there a procedure for evaluating parent involvement? \_\_\_\_\_

Form completed by: \_\_\_\_\_

Date: \_\_\_\_\_